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Attachment A

OMB Control No. 1205-0336  
and 1205-0273 (pending)  
Expiration Date: June 30, 2000  
Attachment A

State Job Training Plans under Title II and III  
of the Job Training Partnership Act

State/Commonwealth of

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for the period

Program Years PY 1998 and PY 1999

NAME OF GRANTEE:
ADDRESS OF GRANTEE:
DATE OF SUBMISSION:



CITATIONS	SECTION
<p>Section 121(b)(4) 20 CFR 628.205(A)(1)</p>	<p>of local workforce development plans. (The annual statement of goals and objectives required under Section 121(a)(1) of the JTPA may be used as the source of Title II program goals to the extent they are included in the annual statement).</p> <p>The description should provide the goals and objectives established to provide statewide guidance for the JTPA SDA/SSA Title II-A, Title II-B and Title I-C of JTPA; Title III programs; and the Wagner-Peyser programs.</p> <p>(2) The goals established by the Governor must include goals for the training of women in nontraditional employment and training-related placement of women in nontraditional employment and apprenticeship through funds available under the Job Training Partnership Act, the Carl D. Perkins Vocational and Applied Technology Education Act, and other sources of Federal support.</p>
<p>Section 123(c)(1), (2) and (3)</p>	<p>(3) The goals to be achieved in the school-to-work transition programs specified in Section 123(a)(2)(A), the goals to be achieved in the literacy and lifelong learning programs specified in Section 123(a)(2)(B) and the goals to be achieved in the non-</p>

CITATIONS	SECTION
<p>Section 121(b) (1);  Section 311(5), (7), (10);  Section 314(b)  Section 631.37(a)  Family Support Act of 1988,  Title II, P.L. 100-485, 102  Stat.U.S.C 681; Carl D.  Perkins Technology Act of 1990</p> <p>Section 121(b)</p>	<p>traditional employment for  women programs specified in  section 123(a) (2) (C).</p> <p><b>B. Coordination</b></p> <p>1. Provide a discussion of  the State's criteria for  coordinating workforce  development activities.</p> <p>Include a description of the  specific areas of coordination  among the programs and how  services are coordinated with  JTPA programs (Title II-A, B  and C, and Title III) for each  of the following: State and  local education agencies  (including vocational  education agencies), local  public assistance agencies,  the employment service,  rehabilitation agencies, post-  secondary institutions,  economic development agencies,  Department of Housing and  Urban Development's Public and  Indian Housing programs and  programs for the homeless, as  well as such other programs as  the Governor determines to  have a direct interest in  employment and training and  human resources utilization  within the State. Describe  how this coordination assists  SDAs/SSAs.</p>



CITATIONS	SECTION
<p>Section 121(b)(1); The Carl D. Perkins Vocational and Applied Technology Act of 1990, Title II, P.L. 101-392, 20 U.S.C. 2331 to 2342; Adult Education Act of 1966, as amended by P.L. 102-297, 20 U.S.C. 1201 et. se. as amended by P.L. 102-73; 20 CFR 631.37.</p> <p>Section 121(b)(2) of the Act. 20 CFR 628.205 Family Support Act of 1988, Sections 203, 482, 483, 485 and 486.</p> <p>Section 121(b)(2)</p>	<p>2. Describe how, at the planning and operational levels, the State, SDA(s) and SSA(s) will coordinate programs under Carl D. Perkins Vocational and Applied Technology Education Act of 1990, and the Adult Education Act of 1966, as amended, with JTPA programs offering similar services to the same adult population in order to avoid duplication and expand the range of services.</p> <p>3. Describe the measures taken by the State to ensure non-duplication between the Department of Health and Human Services' State IV-A agencies administering the Temporary Assistance for Needy Families (TANF) program and programs under Title II in the planning and delivery of services.</p> <p>Include in this section a description of the procedures developed by the State (TANF) plan is consistent with the coordination criteria specified in this plan. The description should identify the procedures developed to provide for the review of the TANF plan by the State Job Training Coordinating Council (SJTCC or Human Resource Investment Council).</p>

CITATIONS	SECTION
<p>Child Care and Development Block Grant Act of 1990, P.L. 101-508</p>	<p>4. Describe the coordination efforts between the JTPA programs and the Department of Health and Human Services State IV-A agencies in designing and implementing subsidized program under the Child Care and Development Block Grant Act of 1990.</p>
<p>TEIN No. 33-91, dated May 29, 1992</p>	<p>5. Describe coordination efforts between JTPA programs and the Head Start programs and services.</p>
<p>Section 121(b) (1)</p>	<p>6. Describe the coordination activities among State and local organizations focusing on the areas of the at-risk youth services and literacy programs. The description should specify the name of each of the coordinating agencies and the specific activities being coordinated.</p>
<p>Section 311(b) (5)</p>	<p>7. Describe how the State will exchange information and coordinate programs between the dislocated worker unit and: State education, training, social services programs; and all other programs available to assist dislocated workers (including the Job Service and the unemployment insurance system.</p>

CITATIONS	SECTION
<p>Section 311(b) (5)  Section 314(b) (1) (D) &amp; (F)</p>	<p>8. Describe how the State facilitates collaboration with economic development agencies to avert worker dislocations and to assist local communities to develop coordinated responses and obtaining access to economic development or other assistance.</p>
<p>Section 311(b) (10), TEIN No. 2-94 and Change 1</p>	<p>9. Describe how Title III services will be integrated or coordinated with services or payments made available under Chapter 2 of Title II of the Trade Act of 1974 and provided by any State or local agencies designated under Section 239 of the Trade Act of 1974.</p>
<p>20 CFR 631.37(e)</p>	<p>10. Describe how services are coordinated with programs administered by the Department of Veterans Affairs and with other veterans' programs such as the Veterans Job Training Partnership Act, Title IV-C of the Job Training Partnership Act and the Transition Assistance Program of the Department of Defense/</p>
<p>Section 121(b) (3) of the Act  Section 204(d) of the Act 20 CFR 628.320  TEIN No. 8-91 dated October 29, 1991  Section 121(b) (1) of the Act  Title V of the Older Americans Act of 1965 (42 U.S.C. 3056 et.seq.)</p>	<p>11. Describe the coordination efforts between the JTPA Older Individuals program and Title V of the Older Americans Act of 1965 (42 U.S.S. 3056 et.seq.)</p>

CITATIONS	SECTION
<p>Section 121(b)(3) of the Act</p> <p>Section 121(b)(3) of the Act</p> <p>Section 203(d)</p>	<p><b>III. Projected Use of Resources</b></p> <p>1. Describe the State's administrative activities, including auditing and monitoring to be conducted using the 5 percent funds allocated to the State for administrative, financial management and auditing activities.</p> <p><b>2. Five Percent Administration Grant for Title II Programs</b></p> <p>(a) Describe the projected use of resources under the Title II 5 percent grant to be used to provide oversight of program performance, program administration, and program financial management (5 percent administrative grant).</p> <p>(b) Describe the State policy for reviewing and approving additional categories of individuals with "serious" barriers to employment in Title II-A and Title II-C. List the SDA's additional barriers approved by the Governor by program.</p>

CITATIONS	SECTION
<p>Section 204 204(d) of the Act 20 CFR 628.320</p> <p>Section 204(d) of the Act 20 CFR 628.320</p> <p>Section 204(d) (5) (B) of the Act 20 CFR 628.320</p>	<p><b>3. Five Percent Older Workers Program</b></p> <p>(a) Describe the types of training and participant support activities to be funded with services for older individuals (5 percent) funds. Include performance goals.</p> <p>(b) Describe the State's consultation with the PICs when providing services to older workers.</p> <p>(c) Describe the State's definition for additional categories of individuals with "serious" barriers to employment in the Older Workers Program.</p>
<p>Section 123(c) of the Act</p> <p>Section 123 of the Act 20 CFR 628.315(a)</p> <p>Section 123(a) (2) of the Act 20 CFR 628.315(c) (2)</p>	<p><b>4. Eight Percent State Education Coordination and Grants</b></p> <p>(a) Identify the State education agency (ies) responsible for education and training that will be the recipient(s) of these funds.</p> <p>(b) Describe the projects to be funded.</p> <p>(i) The activities and services that will result in increasing the number of youth staying in or returning to school and graduating from high school or the equivalent.</p>

CITATIONS	SECTION
<p>Section 123(a) of Act 20 CFR 628.315(b)</p>	<p>(ii) The work based curriculum that will link classroom learning to work site experience and address the practical and theoretical aspects of work;</p> <p>(iii) The opportunities that will be made available to participants to obtain career path employment and post-secondary education;</p>
<p>Section 123(a) of the Act 20 CFR 628.315(a)</p>	<p>(c) Describe the anticipated agreements and the agencies, administrative entities and SDA's with whom the agreements will be made. If unable to reach agreements, describe the circumstances.</p>
<p>Section 123 of the Act 20 CFR 628.315(d) Section 701(b) (2) (A)</p>	<p>(d) Describe any planned activities to support the Human Resource Investment Council (HRIC) that meet the Title VII requirements and include the programs at Section 701(b) (2) (A).</p>
<p>Section 123(a) (3) (A), (B) and (C) of the Act Section 701(b) (2) (A) of the Act 20 CFR 628.215 20 CFR 628.315(d)</p>	<p>(e) Describe any planned activities to support the State Council, if established before January 1, 1992, which carries out similar functions of the HRIC.</p>
<p>Section 123(a) of the Act 20 CFR 628.315(e)</p>	<p>(f) Describe how the State will provide adequate resources to meet the match requirements for the 8 percent funds.</p>

CITATIONS	SECTION
<p>Section 628.315</p> <p>20 CFR 628.420(c)</p> <p>Section 202(c)(3)(B) of the Act</p>	<p><b>5. Five Percent Grant for Capacity Building, Technical Assistance and Incentive Awards</b></p> <p>(a) Describe how the State has involved SDAs in planning the use of capacity building and technical assistance.</p> <p>(b) Describe any requirements the State may have developed for the inclusion of capacity building and technical assistance strategy as part of the planning guidance for the preparation of SDA local job training plans.</p> <p>(c)(1) Specify the percentage of the "five percent" funds available under Section 202(c)(1)(B) that will be used for capacity building and technical assistance.</p> <p>(2) Describe specific plans for use of the funds including:</p> <ul style="list-style-type: none"> <li>(i) providing for capacity building and technical assistance to SDAs and service providers to ensure quality JTPA programs and well trained staff;</li> <li>(ii) any interstate technical assistance and training arrangements.</li> <li>(iii) research and demonstration projects as applicable; and</li> </ul>

CITATIONS	SECTION
<p>Section 106(b),(d) and (e)  Section 121(b)(3) and (b)(6)11  20 CFR 627.470</p>	<p>(iv) technical assistance to SDAs failing to meet performance standards.</p> <p>Describe the formula weighing schemes and the performance measures, and the required adjustment methodology to be used in distributing the balance of funds for incentive grants to SDAs. Include in this description the manner in which the out-of-school youth and employment benefits criteria will be incorporated into State incentive policies and criteria which quality or disqualify SDAs for receipt of incentive funds.</p> <p><b>IV. Performance Standards</b></p> <p><b>A. Title II.</b></p> <p>Include the following:</p> <ol style="list-style-type: none"> <li>1. The departure point for each of the Secretary's and State's measures. Include a discussion of the out-of-school youth and employment benefits measures.</li> <li>2. A description of the methodology to be used to make adjustment to the standards.</li> <li>3. A description of how determination of an SDA's performance standards will be made by the State.</li> <li>4. Describe the State's incentive award policy pursuant to Sections 202(c)(1)(B) and 106(b)(7). The description should specify the eligibility criteria for receipt of an award and also</li> </ol>



CITATIONS	SECTION
<p>Section 106(b)(7) of the Act  Section 202(c)(1)(B) of the Act  20 CFR 627.470</p> <p>Section 106(j)(4)</p> <p>Section 106(j)(4)</p> <p>Section 106(c)</p>	<p>how amounts for performance will be determined. Describe how the State's incentive award policy will reward continuous improvement and progress toward systemwide strategic goals.</p> <p>5. Describe the procedures the State will use to provide technical assistance to SDAs failing to meet performance standards under the uniform criteria established by the Secretary, pursuant to Section 106(j)(4)</p> <p>6. Describe the State's procedures for imposing reorganization plans on SDAs failing to meet the prescribed number of performance standards for two consecutive years, pursuant to Section 106(j)(4).</p> <p><b>B. Title III</b></p> <p>Describe the following:</p> <p>1. State's performance standards including any State developed standards, and the expected level of performance prior to any adjustment for each standard).</p> <p>2. State's methodology for setting performance standards for each substate grantee, including any State developed standard.</p> <p>3. Any sanctions policy that the State may have for failing to meet performance standards and assistance provided to such substate grantee.</p>

CITATIONS	SECTION
<p>Section 164(a)(3) of the Act 20 CFR 627.420</p> <p>Section 164(a)(4) of the Act 20 CFR 627.420</p>	<p>4. Describe the statewide performance goals set for the State and how performance in meeting these goals will be measured.</p> <p>5. Identify and discuss other performance measures which the State may consider in establishing performance goals in the future. There is one national performance standard, which is entered employment rate. Performance goals can be qualitative, such as increasing customer satisfaction. Alternatively, the goals can be quantitative, such as follow-up entered employment rate, follow average hourly wage, percentage of terminees receiving retraining of 26 weeks or more, wage recovery rate of 80 percent or more of previous earnings.</p> <p><b>V. Procurement Procedures</b></p> <p>A. The State has implemented the procurement standards established under Section 164(a)(3);</p> <p>B. The State has monitored substate areas and SDAs to ensure compliance with the procurement standards as required under Section 164(a)(4).</p>

CITATIONS	SECTION
<p>Section 164(a)(5) of the Act 20 CFR 627.420</p>	<p>C. The State has taken appropriate action to secure compliance pursuant to Section 164(a)(5).</p>
<p>Section 164 of the Act 20 CFR 627.420</p>	<p><b>VI. Certification</b></p> <p>A Provide certification that the State has prescribed and implemented procurement standards in accordance with Section 164(a)(6) of the JTPA.</p>
<p>Section 167 of the Act</p>	<p>B. Provide a Statement indicating that the State has adequate methods of administration to assure compliance with nondiscrimination provisions of the Act.</p>





CITATIONS	SECTION
Section 311(b) (3) (C)	<p><b>D. Monitoring, Reporting and Recordkeeping</b></p> <ol style="list-style-type: none"> <li>1. Describe the manner in which the State will conduct monitoring and oversight of all Title III program and financial management systems activities at both the State and substate levels. (Attach policy if desired)</li> <li>2. How does the State ensure that projects funded by the Title III National Reserve Account (NRA) are monitored for compliance and performance against plan?</li> </ol> <p><b>E. Technical Assistance</b></p> <ol style="list-style-type: none"> <li>1. Describe State procedures for ensuring that the staff of each substate grantee and project operator is informed and educated on current policies and requirements.</li> </ol>
Section 311(b) (3) (D)	<ol style="list-style-type: none"> <li>2. Describe State procedures for identifying the technical assistance needs of the substate grantees and other project operators in the State, including information from monitoring, reporting and evaluation activities, and for establishing training and technical assistance priorities.</li> </ol>

CITATIONS	SECTION
Section 311(b) (6)	<p><b>F. Information Dissemination</b></p> <p>Describe how the State disseminates information throughout the State on the availability of services and activities for eligible dislocated workers.</p>
<p>Section 312(a)</p> <p>Section 312(b)</p>	<p><b>G. Substate Structure</b></p> <p>List the substate areas which have been designated by the Governor. For each substate area, identify the designated substate grantee by name or organization and address and the amount of funds received through formula allocation at the beginning of PY 1998.</p> <p><b>H. Incentive (Financial or non-financial)</b></p>
Section 311(a)	<p>Describe incentives the State provides to permit SSGs to provide training of greater duration for those dislocated workers who <u>require</u> such training to return to the workforce.</p> <p><b>I. Waivers of Cost Limitations</b></p>
TEGL No. 12-94 as revised Section 315(a)	<p>Describe the State's policy and procedures for granting waivers of the 50 percent retraining cost category requirement. Identify criteria used by the State to evaluate requests for such waivers.</p>

CITATIONS	SECTION
<p>Section 311(b) (4) Section 301(a) (2)</p>	<p><b>J. Displaced Homemakers</b></p> <p>Describe the Governor's policy regarding serving displaced homemakers if they are not otherwise eligible under Section 301(a).</p>
<p>Section 311(b) (7)</p>	<p><b>K. Labor Organization Consultation</b></p> <p>Describe how the State will ensure that a program using Title III funds that will serve a substantial number of members of a labor organization will be established only after full consultation with that labor organization has occurred.</p>



## II. DISTRIBUTION OF FUNDS

A. Complete the following table indicating the planned distribution of the State's annual allotment. (This will illustrate decisions as of the submittal date of the State plan and is not a budget document to be modified during the period of the Plan or during subsequent program year.)

USE OF ALLOTMENT	AMOUNT OF FUNDS	% OF TOTAL
State Total (PY 1998 Allotment)		100.0
Formula allocation to substate grantees (minimum of 50%)		
Reserve for allocation to substate grantees within first 3 quarters (maximum of 10%)		
Reserve for Governor's Use: Total of A-E (maximum of 40%)		
A. State administration, technical assistance, coordination (excluding UI)		
B. Statewide, regional or industry wide projects		
C. Rapid response		
D. Coordination between UI and worker adjustment systems		
E. Discretionary allocation for basic readjustment and re-training services based on need		

**B. Substate Allocation Formula**

Complete the following table to describe the formula used by the State to distribute the funds identified as "formula allocation to substate grantees" in the preceding table.

ALLOCATION FACTOR	WEIGHT AS-SIGNED IN FORMULA	DATA SOURCE(S) AND TIME PERIOD
	100.0	

CITATIONS	SECTION
Sections 303(b), 303(d) & 20 CFR 631.33	C. Describe the State's methodology and procedures to identify funds for recapture and reallocation by the Secretary at both the State and substate levels and how such procedures will ensure the equitable recapture and redistribution of such funds in the event the State is subject to reallocation based on underexpenditure of formula funds.
Section 302(c) (2)	<p>D. If the State reserves up to ten percent of its allotment to be distributed among substate grantees on the basis of need:</p> <ol style="list-style-type: none"> <li>1. Describe the method to be used to assess the level of need for those funds.</li> <li>2. Describe how the State will ensure the timely distribution of those funds (i.e., the time between the moment the need for funds is demonstrated and the moment the funds are distributed).</li> </ol>
Section 302(c) (1) (E)	<p>E. If the State plans to utilize Governor's reserve funds for discretionary allocation for basic readjustment and retraining services to provide additional assistance to areas that experience substantial increases in the number of dislocated workers (Line E on the Table in Part a):</p> <ol style="list-style-type: none"> <li>1. Describe the process to be used to identify areas eligible for such funds.</li> </ol>



CITATIONS	SECTION
<p>Section 311(B) (9)</p>	<p>affected by the North American Free Trade Agreement (NAFTA)</p> <p>(c) <u>Worker Profiling</u>: Describe how services are provided for individuals who were referred to JTPA as a result of worker profiling. How are the core services required under WPRS integrated with other employment and training activities needed by such participants?</p> <p><b>III. SJTCC Review</b></p> <p>Under Section 317(3), the SJTCC is to review the plan and comment on its prior to its submission of the Secretary. The plan must include a statement indicating that the SJTCC has reviewed the plan. A copy of the comments of the SJTCC must be attached to the plan.</p> <p><b>IV. CERTIFICATIONS</b></p> <p><b>A. Signature</b></p> <p>The State plan must contain the Governor's signature or the signature, name and title of his/her designee. The name of the signer should be typed below the signature.</p>

CITATIONS	SECTION
	<p data-bbox="857 338 1208 369"><b>B. Mailing Address</b></p> <p data-bbox="857 399 1414 548">States are to submit three copies of the State Plan, each with an original signature of the Governor or his/her designee to:</p> <p data-bbox="857 577 1395 800">Associate Assistant Secretary for the Employment and Training Administration U.S. Department of Labor 200 Constitution Avenue, NW. Room N4459 Washington, D.C. 20210</p> <p data-bbox="857 829 1414 1108">One copy of the plan should also be submitted to the appropriate Regional Office. As in the last planning cycle, States are strongly encouraged to submit their plans utilizing electronic media to expedite the submittal and reduce costs.</p>

**Statutory and Regulatory Requirements of the  
Job Training Partnership Act and Economic  
Dislocation and Worker Readjustment Act**

**The State/Commonwealth of  
assures that**

1. It will comply with all statutory and regulatory requirements of the Job Training Partnership Act and the Economic Dislocation and Worker Adjustment Assistance Act and related waivers granted by the Secretary. (Section 311(b)).
2. Services under this grant will only be provided to eligible dislocated workers. (Section 311(b)(1)(A)).
3. Services will not be denied on the basis of State of residence to eligible dislocated workers displaced by a permanent closure or substantial layoff within the State, and may be provided to eligible dislocated workers regardless of State of residence. (Section 311(b)(1)(B), &(C)).
4. Services to displaced homemakers will not adversely affect the delivery of services to eligible dislocated workers and that services are provided in conjunction with ongoing programs for all dislocated workers. (Section 311(b)(2)(4)).
5. Any program under Title III serving a substantial number of labor organizations will be established only after full consultation with such labor organization. (Section 311(b)(7)).
6. It will not prescribe any Title III performance standards which are inconsistent with the parameters set annually by the Secretary pursuant to Section 106(e) of JTPA, and that it will apply the standards in accordance with Section 311(a) of the JTPA with regards to incentives. (Section 311(b)(8)).
7. Substate plans are made available for public review and comment, including by the Private Industry Council and the local elected official(s), and that such comments are considered by the State in its review and approval of the substate plans. (Section 313(c)).

8. It will maintain accurate and timely participant and financial records as required by JTPA, and submit complete, accurate and timely reports as specified by the Secretary. (Section 311(b)(3)(c)).
9. It will conduct, at least once annually, a comprehensive review and verification of financial management, procurement systems, participant data, and subrecipient monitoring procedures and systems of each substate grantee and State project operator to verify compliance of these procedures with the provisions of JTPA and Title III.

Signature of Governor or Governor's Designee	Title
Name and Address of Grantee	Date Submitted